



POSITION DESCRIPTION

GIS Student Summer Position

POSITION TITLE: GIS Student Summer Position

DEPARTMENT: Public Works

SUPERVISOR: Manager of Operations

JOB DESCRIPTION:

The Municipality of South Bruce has an opening for a GIS Student with the Public Works Department. This summer student position will start May 2020 and run for a period up to end of August 2020. This position reports to the Manager of Operations and is located at 21 Gordon Street East, Teeswater, Ontario.

POSITION SUMMARY:

The GIS Student will be a member of the Public Works Department. Students will be asked to help create maps (paper and web maps), conduct data/spatial analysis, complete data requests, participate in projects, and work with internal and external customers. Students will be given opportunities to work on many different kinds of GIS requests, and may work with a number of Municipal departments. Benefits of this work term include on-the-job training in GIS Skills, the ability to become well-versed in new and cutting edge web, mobile and desktop GIS technology as well as basic project management experience. The position entails a flexible schedule to accommodate school and personal life.

MAJOR DUTIES/RESPONSIBILITIES:

- Complete GIS mapping and data maintenance projects under the supervision of the Manager of Operations
- Document and track data and map requests
- Follow Citywide GIS standards for mapping and analysis
- Operate and manage large plotters
- Attend and participate in team and department meetings
- Keep analysis abreast of project status
- Work directly with customers to understand and document project requirements
- Handle public requests for GIS data
- Archiving Municipal documents and drawings
- Support the work of the team in the Municipality; utilize advanced tools in ArcGIS in order to perform cartographic, analytical, field data collection and administrative GIS work

QUALIFICATIONS:

- Knowledge of, and experience with, ESRI's desktop GIS software (preferably v 10.1) or newer
- Knowledge of principles and practices of GIS, databases and mapping

- Excellent verbal, written, and interpersonal communication skills
- Ability to research projects and present conclusions
- Ability to problem-solve and make decisions
- Ability to complete projects within specified timeframes
- Ability to establish and maintain effective working relationships with employees at all levels and the general public
- Ability to learn new GIS technologies
- Ability to maintain confidential and sensitive information
- Ability to understand and follow directions
- Ability to work independently
- Attending school full-time in the spring of 2020 (normally ending April/May), and returning to school full-time in the fall of 2020 (normally starting August/September)
- Be between 18 and 30 years of age at the start of employment
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- Because of the responsibilities of this position, preference will be given to students currently enrolled in a post-secondary institution in a GIS related program

PHYSICAL AND OR SAFETY REQUIREMENTS:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Bending: infrequent kneeling; occasional stooping; twisting, crouching, squatting (up to 4.55 kgs or 10 lbs) (when conducting field inventory work, may need to examine ground for water or wastewater features while carrying locate and GPS equipment)
- Walking: infrequent balancing; frequent walking on level surface, rough surface (up to 4.55 kgs or 10 lbs) (need to travel over sidewalks and uneven grass to locate assets which may be covered or hidden; surfaces can be slippery or uneven requiring balance)
- Sitting: occasional sitting in vehicle seat; frequent sitting in a chair (office time would require sitting in a chair; field inventory work could be conducted anyway in South Bruce driving distance)
- Reaching: occasional reaching below shoulder, forward, backward, handling (in office environment handling paperwork, plans and surveys)
- Standing: infrequent standing inside; frequent standing outside
- Hands: constant fine finger dexterity (movement), mousing (operating a mouse and keyboard; operating a stylus and touch screen device with small buttons in the field)
- Climbing: infrequent climbing stairs
- Noise: the noise level in the work environment is usually moderately quiet.

WORK ENVIRONMENT:

- This position works both indoors and outdoors.

DRIVER'S LICENSE REQUIREMENTS:

- Because of the responsibilities, this position requires the successful candidate to have a valid (class G2 or G) Ontario driver's license; a driver's abstract will be conducted by the Municipality of South Bruce.

WORKERS SHALL:

- Comply with the OSHA and applicable Safety Regulations
- Use or wear the equipment, protective devices or clothing required by employer
- Report any defects in any equipment or protective device of which the worker is aware and may endanger himself, herself or another worker
- Report any contravention of the OSHA or Regulation or the existence of any hazard of which he or she is aware to his or her supervisor
- Not operate equipment/machinery without being given the proper instruction and authority
- Not remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately
- Not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Actively participate in worker safety education

CONDITIONS OF EMPLOYMENT:

May be required to work outside and beyond the normal hours of work.

Usual Office Hours: 8:30 a.m. to 4:30 p.m. with a one hour lunch break (35 hours). Work outside the standard hours is required from time to time to accommodate meetings and work load.

Incumbent must deal tactfully with residents, Council members and suppliers.

Prepared By: AW / JJ

Approved By: SC

Effective Date: January 2014

Supersedes Date: N/A

Reviewed: January 2017